



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

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**Audrey Tayse Haynes**  
Secretary

To: All Kentucky Vaccine Program (KVP) Providers

From: Laura Harrod, MS Ed  
Kentucky Vaccine Program Coordinator

Date: August 28, 2012

Subject: New Return and Adjustment Form (R&A)

Included with this letter is the newly revised Return and Adjustment Form (R&A). This new form should be implemented immediately. Each row must be filled in completely for any dose of vaccine that spoils, expires, is transferred, lost or damaged. Included on the back of the form are the codes, vaccine costs, and instructions. It is imperative to copy both the front and back of the form when making multiple copies.

The number and cost of vaccines provided by the KVP has increased dramatically over the past few years. To assist with tracking, we now request completion of the "vaccine costs" area each time this form is used. The cost of vaccine must be totaled and recorded in the grey cell on the bottom cell of this form. This cell is described as "Total Cost of Vaccine lost, expired, wasted or spoiled." If the information in this cell is missing, we will return the form for completion. We will not send the label for shipping until the completed R&A Form is received.

The KVP goal is to assure agencies recognize and understand the expense of losing vaccine that is spoiled, wasted or expired. Tax dollars are used to cover the expense for these vaccines, and we must be accountable for every dose. In the future, KVP will issue a policy regarding replacement of wasted vaccines provided by our program. The R&A Form will assist you in identifying the cost of spoiled, wasted, or expired vaccine associated with your clinic in order to improve your vaccine utilization processes.

Note these reminders on vaccine storage and handling:

1. Immediately notify the KVP of vaccine cold chain failure/wastage incidents involving KVP vaccine.
2. Implement written protocols for reporting and responding to losses resulting from vaccine expiration, wastage, and compromised cold chain.
3. Remove wasted/expired vaccine from storage containers with viable vaccine to prevent inadvertent administration.
4. Return all spoiled or expired KVP vaccine for excise tax credit. (The "What Not to Return to McKesson" is attached for your benefit.)
5. No KVP vaccine can be stored in dormitory-style refrigeration units.



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6. Rotate vaccine stock by placing vaccines with shorter expiration dates in front of those with longer expiration dates.
7. AT LEAST 3 months prior to expiration, notify KVP of any vaccine doses that will expire. With KVP approval you may be asked to redistribute short-dated vaccines to providers who are able to administer it before it expires.

If you have questions about this form, please contact someone in the Kentucky Vaccine Program at (502)564-4478.

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- Laura Harrod is at extension 3855 (Laura.Harrod@ky.gov)
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Attachments